

# Wisconsin Ethics Commission

## Reporting Requirements Once an Organization is Registered as a Lobbying Principal

### Reporting Bills, Rules, and Topics

Each principal must report to the Wisconsin Ethics Commission each bill or proposed rule and each topic on which the organization makes a lobbying communication. Lobbying on the budget bill must be reported by subject. The principal, through an authorized individual, must report the bill, budget subject, proposed rule, or topic to the Board within 15 days of the first lobbying communication.

You may report each bill, budget subject, proposed rule, or topic to the Ethics Commission via the Eye on Lobbying website: <https://lobbying.wi.gov>. To learn who is lobbying on a bill or rule in which you are interested, or to learn what bills, rules, and topics a particular organization is interested in, visit the Wisconsin Ethics Commission's website throughout the course of the legislative session.

### Daily Time Itemization

On July 31 and January 31 each year, every lobbyist and principal is required to provide a daily itemization of the time spent lobbying during the previous January through June and July through December reporting periods. Time must be differentiated between time spent communicating with state officials and time spent on other lobbying - related activities such as research and preparation.

At the end of each reporting period, each principal will provide an estimate of the percentage of time spent on each bill, proposed rule, or topic that accounted for 10% or more of the principal's lobbying time for the period. An organization need not report the time of clerical employees, unpaid volunteers, or non-lobbyist employees who devote no more than 10 hours to lobbying during a reporting period.

### Statements of Lobbying Activities and Expenditures

A lobbying principal must also file semi-annually with the Wisconsin Ethics Commission a Statement of Lobbying Activities and Expenditures for the preceding reporting period. In July and January, the Commission will make a personalized on-line form available for each principal that includes a listing of the bills and rules the principal has previously identified. Wisconsin Statutes require that each principal report all lobbying expenditures for the preceding reporting period submit it to the Commission by July 31 or January 31. This reporting is completed online through the Eye on Lobbying website.

Reportable expenditures include:

- Payments and obligations to contract lobbyists.
- Compensation to in-house lobbyists (including fringe benefits).
- Compensation of officers, directors, and employees who support lobbying (other than clerical employees and employees who devoted less than 10 hours to lobbying).

- Overhead.
- Travel and living expenses (except travel expenses of unpaid individuals unless the principal purpose of the travel is lobbying related).
- Purchase of research, printing, advertising, and other items and services.
- Payments or reimbursements to state officials.

In addition:

- Report the name of any non-lobbyist employee, other than a clerical employee, who devoted time to lobbying communications during a reporting period.